

UNCLASSIFIED

# VACANCY ANNOUNCEMENT

USAID/CAIRO

<b>Number:</b> 03	<b>Subject:</b> VACANCY (Egyptians)	<b>Date:</b> January 6, 2011
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<b>Position Title:</b>	<b>Budget Analyst</b>
<b>Position Number:</b>	<b>55-10</b>
<b>Duration:</b>	<b>One year with options to renew</b>
<b>Organization:</b>	<b>USAID/FM/FO</b>
<b>Salary Potential:</b>	<b>FSN-09</b>
<b>Application Deadline:</b>	<b>01/24/2011</b>
<b>Salary Range for a Fully Qualified Candidate:</b>	<b>Salary ranges between LE 83,356 - LE 133,372 Gross Per Annum (This is the Gross Annual Salary before deducting Taxes)</b>

**“SOFT COPIES OF THIS VACANCY ANNOUNCEMENT ARE AVAILABLE ON THE USAID MISSION INTRANET, UNDER JOB OPPORTUNITIES & THE USAID MISSION EXTERNAL WEBSITE ([usaid-eg.org](http://usaid-eg.org)). HARD COPIES CAN ALSO BE OBTAINED FROM THE USAID HR OFFICE OR THE US EMBASSY HR OFFICE.”**

**“Priority will be given to qualified FSNs who have been involuntarily RIF’ed.”**

**Applications or Resumes must include the month, year and company name of employment for all experience or the experience cannot be considered.**

**Candidates must provide in the application or in their CVs names of family members working in the Mission.**

## **BASIC FUNCTION OF POSITION:**

The incumbent serves as one of six Budget Analysts in the Budget and Accounts section in FM/FO. He/She is responsible for developing and managing the Operating Expense and Trust Fund budget of USAID/Cairo and its client missions, which worth over \$18.0 million for USAID/Egypt and \$6 million for RIG and other client missions (Morocco, Yemen, Lebanon, Paris, and Rome), as well as other client missions that may be assigned in the future to USAID/Egypt. He/She works in close coordination with the Executive Office personnel and OE section chief in developing the annual OE budget requirements based on an analysis of prior years’ expenditures, projected staffing requirements and procurement needs of the Mission. Produces reports and supporting financial data to ensure progress on expenditures remaining on track with projections, and makes recommendations on

adjustment as emerging trends dictate. Provides input for the various budget's line items on the Annual Report tables for Operating Expense budgets of the Mission and the Office of Financial Management. Provides input into the OE narrative of the Annual Report.

USAID/Egypt is one of the largest USAID Missions in the world in both personnel and budget. The operating expense (OE) budget is larger than several USAID missions entire yearly project budget. The budget is divided between appropriated dollars and the Government of Egypt Trust Fund contribution. The mission and regional responsibilities size makes the budget control process very complex. The large variety and number of transactions and their interaction make the budget control process operations even more challenging.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

(1) Incumbent is responsible for developing and managing the Operating Expenses (OE) detailed information to support Request for funds allotted by headquarters (in response to formulated budgets). Reviews past documents to identify and analyze recurring costs and related material to anticipate costs of administrative activities independently operated, including GSO, motor-pool, housing, travel, personnel (FSN& USPSC), purchase orders and contracting. Develops expenditures projections and performs cost analysis to recommend means of reducing costs and expenses under the Mission's operating expenses. Revises estimates of cost factors as appropriate and prepares periodic comparative reports relating to obligations and expenditures. On the basis of cost analysis recommends means of reducing costs and expenses under the Mission's operating expenses.

(2) Incumbent is responsible for the Mission's OE and Trust Fund Budget and Acquisition accounting. This includes processing and maintaining Trust Fund budget from the Appropriation level and down to the activity level, and processing Dollar appropriated budget at the activity level. It also includes all acquisition transactions including commitments and obligations down to the object/sub-object class level. Incumbent provides guidance and interpretation on the appropriate funding source for administrative expenses. Monitors obligations and expenditures to assure compliance with legal and regulatory provisions and limitations and prepares periodic reports for review by Mission Management. Maintains and periodically reviews, reconciles and balances Phoenix records for USAID/CAIRO, Morocco, Yemen, Lebanon, Rome, Paris, RIG and Trust Fund. Reviews and posts OE transactions from a wide variety of documents: Mission's reports of collections and disbursements, purchase orders, medical service, leases, allowances, training authorizations, travel authorizations, contracts, ICASS charges, IPAC charges with reverse accommodation when needed, SF 1221 reports issued by Disbursing offices, Embassy cashier transactions for client Missions, and other documents. Maintains the Finance office system for the pre-validation of OE obligations to assure compliance with the Anti-Deficiency legislation and provides funds availability clearances for OE obligation requests as appropriate. Records obligations and expenditures charged from other parties into Phoenix records and prepare periodic reports to Mission management on obligations and expenditures of OE funds. Follows-up on outstanding advances, and takes necessary actions to ensure liquidation, Analyses obligations, expenditures and alerts management to problems or trends resulting in a significant deviation from the projected OE budget. Reconciles Phoenix records with various U.S. Disbursing Offices. Follows-up and takes actions on outstanding reconciling items until cleared. Posts Advice of Charges (AOC), Intergovernmental Payments (IPAC) and payroll expenses for his/her portfolio.

(3) Develops and records quarterly OE accrual data. Conducts regular 1311 reviews of un-liquidated OE obligations and processes necessary documentation to de-obligate balances that are not valid.

Performs the Controller office duties as the mission Billing Office for the mission, including issuing, recording, accruing interest and fees, and maintaining Bills for Collection tracking system to ensure periodic follow-up and timely liquidation. Records into Phoenix all actions related to compromise, write-off, or transfer of Bill for Collections to Washington for Treasury cross-servicing.

(4) Prepares Data Call quarterly reports for USAID Washington with regard to Cairo and Regional offices. Develops weekly, monthly and Quarterly reports of OE allowances, commitments, obligations, and expenditures for Regional offices and USAID/Washington. Creates Phoenix standard, Business Object Enterprise, and Phoenix Viewer reports to assure accuracy of information and be able to solve any discrepancies in the Client Mission's Accounting Records. Creates Revolving Fund excel-based Sheet to be maintained by Mission and Regional Offices to assure accuracy of transactions. Prepares Power point-based presentations, as necessary for Conferences i.e. Chief Accountant and Controllers Conference.

(5) As a member of a Phoenix regional support center, the incumbent will be engaged in providing support to E&E and middle east missions on budgeting, acquisitioning, and reporting under Phoenix, including trouble shooting, responding to questions, providing guidance, and providing on the job training through TDYs from/to the supported missions.

#### **REQUIRED/DESIRED QUALIFICATIONS:**

- A. **Education:** A Bachelor's degree in accounting, finance or business administration is required. In the absence of a related degree, four years of progressively responsible financial management experience is required. Advanced studies or degree in accounting, finance, business administration or automated accounting systems or a professional certification is desirable.
- B. **EXPERIENCE:** From three to four years of progressively responsible experience in accounting and budgeting work is required. At least two years of accounting and budgeting experience with Developing or Donor International Organization is required.
- C. **LANGUAGE:** Level IV (fluent) in English and Arabic are required.
- D. **KNOWLEDGE:** A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology are required. Must have a fully comprehensive knowledge of laws, regulations and procedures relating to contracting procedures, regulations and requirements, budgeting, accounting policies and financial operations requirements and conventions applied by developing or donor international organizations as well as working knowledge.
- E. **ABILITIES & SKILLS:** Demonstrated analytical and decision-making abilities and skills to effectively carry out assigned duties are required. The ability to understand the capabilities and limitations of the automated financial system and to provide effective advice to technical Officers and other concerned individuals are required. Initiative and resourcefulness to identify and evaluate budgeting and accounting policies and practices requiring correction and/or modification. Excellent interpersonal skills to effectively communicate with customers offices and supported offices and to explain requirements, practices, policies, and potentials are required. Must be able to work under pressure and meet deadlines. Must be able to create criteria and

analyze data to maintain budgets that accurately reflect complex interrelations among various functions, trends and funding options. Must be able to work with a minimum higher level supervision. Further requires the ability to present facts and recommendations in a clear, concise manner both orally and in writing. Excellent Skill in using MS applications, including Word, Excel, Power Point and Access, is required.

**POSITION ELEMENTS:**

- A. **Supervision Received:** Works under the immediate supervision of the Supervisory Accountant who assigns work on a long-term basis and spot-checks completed assignments. The Annual Performance Evaluation will be written by the Supervisory Accountant based upon input from all supervisory personnel and clients for which services are rendered.
- B. **Exercise of Judgment:** Has a considerable degree of independence in exercising mature judgment for analyzing, developing, evaluating and monitoring the budgets and implementation, and OE obligations in assigned portfolio. Based on overall understanding of the OE budget and obligations, independently identifies and initiates action to modify procedures and/or resolve issues.
- C. **Authority to Make Commitments:** The incumbent has no authority to commit funds. However, the OE section chief, Budget and Accounting Officer and management rely heavily on the analyses, determinations, and recommendations performed by the incumbent in clearing/approving accounting actions and in certifying required reports as valid and proper.
- D. **Nature, level, and purpose of contacts:** Employee corresponds with inside and outside customers offices, staff in headquarter concerning budget requests and status, automated financial system functionality, and various OE obligations; e.g. amounts obligated/committed, payments made, and processing status of accounting transactions. Daily contacts with FM staff, Management Office staff, and other departments employees at all levels.
- E. **Available Guidelines:** The USAID Automated Directives System, FM handbooks and guidance documents, and GAAP and GAAS.
- F. **Supervision Exercised:** The incumbent has no formal supervisory duties and responsibilities.

**SELECTION CRITERIA:**

CATEGORY	SCORING PERCENTAGE
Education/academic requirement*	15
Experience*	15
Language Proficiency*	10
Knowledge*	30
Skills & Abilities*	30

TOTAL	100%
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\* As per details reflected under Qualifications above.

#### **RECRUITMENT PROCEDURES AND GUIDELINES:**

Qualified candidates who are interested in this vacancy should apply by submitting an up-to-date CV, quoting the position number, to USAID Human Resources Office, attention Heba Agamawy by no later than COB of the application deadline noted above.

Internal Mission employees can submit the CV in person, via inter-office mail, or by fax. External candidates should submit the CV by fax to 5160388 or via e-mail to [usaidhr@usaid.gov](mailto:usaidhr@usaid.gov) (submissions made in any other way will be disregarded). The CV and attachments must not in all cases exceed five pages. The USAID HR Office will disregard any submissions exceeding five pages and/or those received after the deadline.

Mission employees are not eligible to apply for a vacant position during their three month probationary period. The Mission mandatory retirement age is 60 years. Non-Egyptian candidates who have a valid, long-term resident visa in Egypt and who can obtain a valid work permit from the appropriate Egyptian authorities are eligible to apply.

The evaluation and selection process usually takes two to three months after the deadline. Successful applicants are invited for tests and/or interviews during this time frame. Due to the high volume of applications, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status report on your application once your application has been acknowledged. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

If the external successful candidate meets all the qualifications listed in the position description, he/she will be appointed at the starting salary rate of the position. If s/he does not meet all the qualifications listed in the position description, s/he will be normally appointed to an appropriate trainee grade level, below the position grade.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. Government service may receive salary adjustments at the grade level of the position, to match highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap or gender.

Samia Joseph  
USAID/Human Resources Officer